



GENERAL INFORMATION

Library System

Kenosha County Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

In 1993, the three member joint library in western Kenosha County, called the Community Library, expanded to five members and included the Town of Randall and the Village of Twin Lakes. A branch library opened in Twin Lakes in January 1993 as a companion to the existing library in Silver Lake. A new 13,400 sq. ft. facility in Salem opened in summer of 1995 to replace the rented space in Silver Lake; and a library reading room was set up in Silver Lake. In 2004, planning for a new branch library in Twin Lakes began. That planning has stalled based on local political and funding concerns. In the meantime, the rented facility there expanded from 3,895 sq. ft. to 6,280 sq. ft. in late 2011.

Kenosha Public Library (KPL) has four branches, which together constitute the KCLS resource library. In June 1993, a new 24,600 sq. ft. Northside Library opened in the City of Kenosha. In 1997, KPL Administrative, Support Services, and Maintenance functions moved out of the Southwest Library to provide maximum public service space at that branch. They are now permanently located in about 14,257 sq. ft. at the Civic Center Building in downtown Kenosha. In June 2004, the Southwest Library reopened to the public at more than double its previous capacity with 43,000 sq. ft. of space. KPL now devotes about 80,000 sq. ft. to public service at all of its locations. The Southwest Library serves as the public service headquarters and main library for KPL.

Nearly a quarter of Kenosha County's 167,936 residents will not have a local public library in 2014. Access to library services for these residents is provided by KCLS Agreements with KPL, the Community Library, and the Lakeshores Library System. Through these Agreements, Kenosha County residents have access to library service at seven Kenosha County locations and the Bookmobile. In 2004, KPL replaced its old bookmobile with a new one. Bookmobile stops are divided roughly equally between the city and those jurisdictions of the county not served by a local library

Describe significant needs and problems that influenced the development of this and other system plans.

The identified concerns for countywide library service were addressed in 1991, 1997, 2000, and 2007 by Kenosha County library planning committees. Issues reviewed in these planning efforts include:

- the impact of the rapid change and growth in the County on library services and facilities
- the need to coordinate countywide library service expansion over the next 20 years
- the equitable delivery of library service within the County
- the shift in library services to computerized resources accessible on-line and off-site
- the application of current and emerging computer technologies to library service within the County

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

Annual planning for KCLS is done in conjunction with the Senior Management Team of KPL, which meets bi-monthly to discuss and resolve issues and problems as they occur. The Team includes all KPL supervisors, as well as the directors of KPL and Community Library. On October 7, 2013, the KCLS Board discussed, reviewed, and approved the 2014 KCLS Budget and Service Plan.

In 2000, consultant assistance was provided by LMA Techwork to revise and update the Technology Plan. That Plan is on file at DPI. In 2004 and 2009, the Technology Plan was rewritten by the KCLS Technical Advisory Committee. The KCLS Board approved the KCLS Comprehensive Library Technology and Resource Sharing Plan, 2009-2013 at its June 1, 2009 meeting. That Plan is on file at DPI. During 2013, staff revised and updated the KCLS Comprehensive Library Technology and Resource Plan for 2014-2018. This document was discussed, reviewed, and approved by the KCLS Board at the October 7, 2013 board meeting. A signed copy will be sent to DPI.

In August 2006, the Kenosha County Board established the Kenosha County Long Range Library Strategic Planning Committee and charged the Committee with the task of developing a strategic plan spanning the next ten years of library development in the county. The Committee met seven times with sub-committees representing Kenosha Public Library and the Community Library in western Kenosha County.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- ☒ (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- ☒ A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

Resource Library Agreement

- ☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ A signed copy of the resource library agreement will be provided to the division by January 15.

Reference Referral, Interlibrary Loan, and Technology

- ☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

KPL serves as the interlibrary loan and information clearinghouse for KCLS and cooperates with other libraries for resource sharing to provide library materials not locally available. By using the same delivery and automated circulation system, all seven member library branches, plus the Bookmobile, now serve as the primary access point for patron initiated interlibrary loan of library materials within KCLS.

1. Utilizing OCLC and other interlibrary loan networks, interlibrary loan staff attempts to obtain from libraries outside KCLS information and materials that KPL and Community Library cannot provide from their own collections for patrons of member libraries of KCLS.
2. Interlibrary loan staff lends to other libraries appropriate KPL materials.

Indicate new or priority activities relating to this requirement for the plan year.

KPL houses and staffs the central site for the countywide library computer network at its own expense. KPL purchased the system hardware and software, including recent upgrades. In 2014 using state aid, KCLS will pay the ongoing central site software maintenance costs for the integrated library system (ILS). KCLS will use state funds to pay the costs of the Internet link, telecommunications connections, and a portion of the necessary hardware and software equipment maintenance for the wide area network on which the ILS and Internet access at county libraries resides.

Inservice Training

- ☒ S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

KPL's Head of Administrative Services reviews continuing education needs, coordinates the dissemination of information on continuing educational opportunities to system member libraries, promotes participation in continuing educational activities in general, and records attendance by member library staff and trustees at these activities.

KPL staff with expertise in specific library services regularly conduct in-house training programs that are available to all staff of KCLS member libraries.

Indicate new or priority activities relating to this requirement for the plan year.

ASSURANCES (cont'd.)

Delivery and Communication

- ☒ S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

KPL provides a regular delivery by van among the branches of the KPL, the Community Library, Kenosha Gateway Technical College Library, and the Kenosha Unified School District Media Center. KPL plans to continue participation in the South Central Wisconsin van delivery service project. Van delivery is used to mail written communication and library materials to all participants in the local and the South Central Wisconsin delivery network.

Indicate new or priority activities relating to this requirement for the plan year.

Service Agreements

- ☒ S.43.24(2)(g) Service agreements with all adjacent library systems
- ☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.
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Other Types of Libraries

- ☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- ☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.
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Library Technology and Resource Sharing Plan

- ☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- ☒ A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.
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Professional Consultation

- ☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

KPL provides or contracts for consulting assistance to KCLS member libraries in the following areas:

- Public library administration and governance, legal issues, planning, and evaluation
- Adult and youth services
- Library automation and technical services
- Building and remodeling
- Interlibrary loan, resource sharing, and reference and information services
- Staff development (Certification, CE, recruitment, etc.)
- Collection development
- Public relations
- Special needs-youth

Indicate new or priority activities relating to this requirement for the plan year.

ASSURANCES (cont'd.)

Services to Users With Special Needs

- ☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement.

KPL plans the following services in 2014 to benefit special needs populations in KCLS:

- Continuing education/workshops
- Provide bibliographies, catalogs, or directories relating to special needs
- Bookmobile service to special needs populations
- Collection of professional materials on special needs topics
- Deposit or rotating collections to other agencies serving seniors
- Information and referral service on resources relating to special needs
- Membership in/cooperation with human services agencies and organizations
- Publicize and promote special needs services available from member libraries
- Provide demographic information on special needs populations to member libraries

Indicate new or priority activities relating to this requirement for the plan year.

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Library Collection Development

In 2014, KCLS will use system aid to initiate a program to purchase digital resources. Both KCLS public libraries are experiencing triple digit expansion in the use of digital resources by the public. These resources include a variety of reference and research tools, digital magazines through Zinio and eBooks and audiobooks through the Wisconsin Digital Library. The cooperative purchase of these resources is very practical, since they are not physically housed in any library. Instead, they are available over the Internet by all County residents at home, work, school, or any Kenosha County library building.

Administration

- ☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- ☒ The 2013 system audit will be submitted to the division no later than September 30, 2014.


Budget

- ☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director	Signature of System Director	Date Signed
	➤	
Name of System Board President	Signature of System Board President	Date Signed
	➤	

FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL		
Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature 	Date Signed
Comments		

PUBLIC LIBRARY SYSTEM 2014 ANNUAL PROGRAM BUDGET					
Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. County Computer Network	\$132,500				
2.					
3.					
4. Electronic Resources					
Program Total	\$132,500	\$0	\$0	\$0	\$132,500
Continuing Education and Consulting Service*					
1.					
2.					
Program Total	\$0	\$0	\$0	\$0	\$0
Delivery Services					\$0
Library Services to Special Users					\$0
Library Collection Development	\$65,000				\$65,000
Direct Payment to Members for Nonresident Access	\$200,675			\$1,416,382	\$1,617,057
Direct Nonresident Access Payments Across System Borders				\$66,682	\$66,682
Library Services to Youth					\$0
Public Information					\$0
Administration	\$500				\$500
Subtotal	\$266,175	\$0	\$0	\$1,483,064	\$1,749,239
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$398,675	\$0	\$0	\$1,483,064	\$1,881,739

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).